

STUDENT ORGANIZATION TABLING

WHAT YOU NEED TO KNOW

Below are some reminders when tabling beyond displaying literature and information, per the University HOP 9.37 and the Student Organization Handbook:

Exhibits

The following items are considered exhibits and require advance approval through EMCS by submitting the Exhibit Approval Form on RowdyLink:

- Pop-up tents (must be standard 10'x10' size)
- Organization letters
- Small lawn games

Amplified Sound

Amplified music is prohibited in the Central Plaza, Sombrilla and MH Porticos or in close proximity to academic buildings. Amplified sound is permitted in Student Union spaces with advance approval through EMCS.

Fundraisers

Any tabling for fundraising must take place in one of the four Central Plaza areas (see map on back) with a reservation made in advance through EMCS. Food fundraisers require additional steps and fees.

Identification

Each table must have a sign or literature that identifies the organization sponsoring the table.

Staffing

Only members of the student organization may staff a table. A guest speaker may not help staff a table or exhibit.

Date Restrictions

Tabling may not take place during New Student Orientation, BestFest, Fiesta UTSA, student organization involvement fairs and study days/finals.

Table Checkouts

Student organizations may reserve 1 table and two chairs in advance by requesting a reservation in advance through EMCS on 25live. Tables may also be checked out on a walk-up basis at the Student Union Info Desk.

Questions?

Contact Us:

Events Management &
Conference Services

(210) 458-4155
EMCSevents@utsa.edu
Student Union 1.02.04
utsa.edu/events

Policies

UTSA Handbook of Operating
Procedures 9.37
utsa.edu/hop/chapter9/9-37.html

Student Organization Handbook
utsa.edu/sa/documents/pdfs/student-
organization-handbook.pdf

Central Plaza

